



The Department of Military Affairs and Public Safety

STATE FIRE COMMISSION

1207 Quarrier St, 2nd Floor
Charleston, WV 25301

Revision 18

11/05/2010

WV FIRE TRAINING APPROVAL PROCESS

1.0 PURPOSE

The purpose of this process is to provide a uniform system of training approval and recognition, and to maintain an up to date list of Fire Training that has been recognized and approved by the West Virginia State Fire Commission (WVSFC)

2.0 SCOPE

This process will be used for official WVSFC recognition and approval of Fire Training in the State of West Virginia. Single Occurrence Courses are not within the scope of this process

3.0 DEFINITIONS

Fire Training- any training or educational activity that a recognized Fire Department undertakes or participates in that will enhance the skills and abilities of the training attendee; the subject matter must cover subjects that the recognized fire Department may be reasonably expected to perform

NFPA Compliant training- training programs that meet or exceed NFPA training requirements

Joint Partnership Apprenticeship Training- training that meets or exceeds the requirements of the US Dept of Labor Joint Apprenticeship program

Short Courses- courses that are generally 4-16 hours in duration that are typically taught at weekend fire schools. Short courses may or may not meet NFPA training requirements

Provisional Approval- Temporary, interim approval of Fire Training programs granted by WVSFC Training Committee Chairman, prior to full approval by the WVSFC

Training Providers- Agencies or companies that are recognized by the WVSFC to provide Fire Service Training that is sanctioned and recognized by the WVSFC

Regional & State Fire Schools will be conducted cooperatively (outside of the restrictions of this document) as they have been in the past.

Prerequisites- Courses that must be successfully completed prior to taking the course for which they are designated. Other prerequisites may be required for Certification at the national consensus standard level. (i.e. PRO BOARD, IFSAC, etc)

Certificates- any certificate authorized by the WVSFC. WVSFC certificates will only be issued by those agencies approved by and authorized by the WVSFC.

Key

Jr- Firefighters 16-18 yrs of age accepted

******- College credit potential through WVU



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4.0 PROCESS

The following steps must be followed to secure WVSFC Recognition and Approval for Fire Training courses:

1. Complete Fire Training Certification Request Form (Attachment 1)
2. Forward the completed Fire Training Certification Request Form to the WVSFC Training Committee 60 calendar days prior to commencement of training
3. WVSFC Training Committee will review the request within 30 calendar days of receipt of Request Form
4. A member of the WVSFC Training committee will make a recommendation to the full Fire Commission at the next regularly scheduled WVSFC meeting for Courses that have met the approval criteria. The full Commission will vote to approve or reject the Training Committee's recommendation.
5. Courses that meet the approval criteria may be granted provisional approval by the Chairman of the Training Committee until voted on by the WVSFC.
6. The list of recognized and approved training courses will be maintained as Attachment 2 of this document.
7. The Training Committee Chairman will maintain each revision to this document. This document will be maintained electronically at the West Virginia State Fire Marshal's web site, however, to assure accuracy and document control, the controlled copy will be maintained by the Training Committee Chairman

5.0 MISCELLANEOUS

1. Any individual representing a recognized Fire Department may present any new Fire Training for consideration of recognition and approval. See 4.0 above
2. WVSFC Training Committee may grant provisional approval
3. Fire Training submitted for approval after the training has been delivered is not eligible for certification even if all applicable requirements for certification have been met. However, letters of achievement may be issued to training participants at the discretion of the WVSFC.
4. The WVSFC reserves the right to alter/modify/cancel or add to any of the material contained in this process and it's attachments including but not limited to provider status at any time at its sole discretion.
5. Complaints regarding anything contained within this document or its amendments must be IN WRITING and forwarded to the attention of the State Fire Marshal's office. All complaints will then be communicated to the Training Committee Chairman for action.
6. A list of Previously delivered courses that meet current Rescue training requirements are listed in (Attachment 3)



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(Attachment 1) Fire Training Certification Request Form

Program/Course Title

Instructor's Name (s)

Contact information for Group, Institution, Person/s requesting approval of this class

Basic instructor requirements (for example: WVU FSE Fire Instructor I, specific train-the-trainer, subject matter expertise, etc. - note - instructors with certifications from other states may be recognized on a course-by-course basis with an attached Resume)

Course Instructional Methodology

Course Goals & Objectives

Course Outline & Timeline

Course Examinations (attach copies if applicable)

Course Practical Examinations (attach copies of Skill Sheets if applicable)

Requested number of contact hours

Prerequisites



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Performance Requirements Students must meet to receive credit for completion

Include Copies of the following, if applicable:

Student manuals and/or student handouts

Instructor guide or manual

Videos Titles, overhead transparencies, and slides

Any other information you believe may affect the decision to recognize a given course for credit (e.g., if a course is designed to meet all or part of a relevant NFPA standard provide a correlation to the appropriate standard and its performance objectives).

Note- Incomplete answers or submissions may result in materials being returned as incomplete. Course materials so returned may be resubmitted for reconsideration once all requirements have been met.